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Brookfield
Community School

Headteacher: Ria Allan

Brook Lane
Sarisbury Green
Southampton SO31 7DU

Community Administration Assistant

Part-time Community Receptionist/ Administrative Assistant

12 hours per week

Grade B:

**Salary Range from £16905 FTE. Pro rata for 12 hours per
week for 39 weeks (Term time only)
£4,689 (depending on experience)**

We are seeking to appoint a permanent receptionist/
administrative assistant to join our Community team from
September 2018. The role will involve supporting our Deputy
Community Manager to facilitate Community activities on the
Brookfield site. Please note this is an evening role.

Applicants must be customer focused, have excellent
interpersonal, communication and IT skills and the ability to work
unsupervised and as part of a team.

Working hours are: Wednesday—15.30 to 19.30,
Thursday—14.00 to 19.30 & Friday 15.30 to 18.00.

Further details and an application form can be obtained from the
school's website at

www.brookfield.hants.sch.uk

Closing date: 12 Noon Friday 3rd August 2018

Interviews: 10th August 2018

Brookfield Community School and Hampshire County Council are committed to
safeguarding and promoting the welfare of children and young people and expect all staff
and volunteers to share this commitment. We will ensure that all our recruitment and
selection practices reflect this commitment. All successful candidates will be subject to
Disclosure and Barring Service checks along with other relevant employment checks."